

CONFIDENTIAL

04/11/55
 Changed to: TS S C
 Review Date: 1988
 Auth: HM 78-3
 Date: 10 DEC 1978 By: 011

24 May 1955

MEMORANDUM FOR: Colonel White

SUBJECT : Staffing Pattern Increase, Mail and Courier Branch,
 Office of Logistics

1. The Office of Logistics, after an exhaustive and comprehensive study of its mail and courier operation, found it was understaffed, that the large amount of overtime was adversely affecting the morale of the employees, and that the cost of [REDACTED] additional people needed to properly staff the operation would be only slightly more than is being paid out in overtime. 25X9
2. In addition, the study recommended the transfer of certain slots, together with funds, to components using Office of Logistics couriers full time. The Management Staff, after review of the study, found that the workload justified the requested seven additional people, that this could be accomplished with no increase in ceiling at the present time, that no additional funds would be required in FY 1955, and that the FY 1956 budget should be increased by \$9,860.00, which is the difference between \$21,021.00, the cost for the [REDACTED] additional positions, and \$11,161.00, the estimated saving in overtime. The Management Staff also found, and the Office of Logistics concurred in the finding, that the [REDACTED] couriers detailed to OCI should be retained on the Office of Logistics T/O, and that the slot and funds for the courier detailed to the Office of Personnel (Central Processing) should be transferred to that office. 25X9
3. The Office of Personnel concurs in the transfer and approves the classification and grades for the requested personnel. The Budget Division advises no funds will be needed for FY 1955 but additional funds for the salaries of these individuals should be included in the FY 1956 budget.
4. In summary, the Management Staff recommends:
 - a. Increase in the Office of Logistics T/O by [REDACTED] with no increase in ceiling; 25X9
 - b. Transfer of one GS-4 courier position and funds to the Office of Personnel; and
 - c. Increase in the Office of Logistics FY 1956 budget by \$9,860.00.
5. Recommend approval of the Management Staff's memorandum.

*Concur
JTS*

[REDACTED]

25X1A

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